

# Electronic Official Personnel Folder

## THE ELECTRONIC OFFICIAL PERSONNEL FOLDERS IS TRANSFORMING OFFICIAL PERSONNEL FILES INTO ELECTRONIC OFFICIAL EMPLOYEE RECORDS WITH AUTOMATED UPDATES AND WORLDWIDE SELF SERVICE.

**INTEGIC** is an information technology company that has been providing its government clients with innovative end-to-end e-business solutions since 1990. At Integic, we are helping many government agencies automate their manual and complex business processes with our e.POWER® solutions. The e.POWER product suite combines the power of workflow automation with document and information management. Federal agencies from the Department of the Navy to the Department of Transportation, use solutions based on our e.POWER software. For example, one organization manages its funding documents for budget execution while another agency manages its certification, licensing and clearance processes for personnel.

The Defense Logistic Agency (DLA) Human Resources Operation Center uses Integic's Electronic Official Personnel Folders (EOPF), an e.POWER solution to manage and administrate its human resources Official Personnel File process. EOPF enhances DLA HR service quality and allows each employee to have an electronic official personnel folder instead of a paper file. EOPF epitomizes the Official Employee Record (OER) concept at DLA, helping DLA migrate toward a more paperless HR process.

Integic's EOPF assembles and maintains a collection of electronic documents and forms covering the complete Federal civilian employee's personnel history and current status. The EOPF system accepts any type of digitized information or electronic format and will accept standard forms, optional forms, Office of Personnel Management (OPM) Forms, forms issued by the retirement and insurance service or federal employees group life insurance forms.

EOPF improves customer service through a more efficient information delivery process and better information exchange. The EOPF solution integrates easily with legacy systems and can interface and combine data with many existing HR systems such as, PD libraries, GEMS, Modern DCPDS, HRIS, IVRS, Resumix, etc. In addition, when an employee transfers to another Federal agency, his/her EOPF can be transferred from the losing agency to the gaining agency. EOPF is flexible to accommodate and permit an agency to use its own business rules and practices to do the work.

- ▶ DELIVERS E-MAIL NOTIFICATION TO EMPLOYEE OF ACTIVITIES OR DOCUMENT ADDITIONS TO EOPF
- ▶ ELIMINATES THE NEED FOR A PAPER OFFICIAL PERSONNEL FILE
- ▶ PROVIDES FOR ELECTRONIC TRANSFER OF HUMAN RESOURCES DATA
- ▶ STREAMLINES AND IMPROVES AGENCY-WIDE HR REPORTING
- ▶ INTEGRATES AND COMPLEMENTS AGENCY HUMAN RESOURCE INFORMATION SYSTEMS CAPABILITIES
- ▶ COMPLIES WITH OPM AND FEDERALLY MANDATED HR EMPLOYEE RECORD MANAGEMENT REGULATIONS

## Problem – How to...

- ▶ DECREASE THE BURDEN OF A PAPER-INTENSIVE, MANUAL, EMPLOYEE RECORD KEEPING PROCESS
- ▶ STREAMLINE HUMAN RESOURCE FUNCTIONS BETWEEN EMPLOYEES AND HUMAN RESOURCE STAFF
- ▶ IMPROVE PROCESSES ASSOCIATED WITH STORAGE, MAINTENANCE, AND RETRIEVAL OF EMPLOYEE RECORDS
- ▶ CREATE AN OFFICIAL EMPLOYEE FILE THAT WILL TRANSFER EASILY BETWEEN GOVERNMENT AGENCIES
- ▶ CONFORM TO DoD REFORM INITIATIVES TO IMPLEMENT ELECTRONIC BUSINESS OPERATIONS (E.G., GPEA)

## Solution

Implement Integic's Web-based EOPF solution which assembles and maintains a federal employee's complete personnel history and current status. EOPF streamlines and automates the exchange of federal employees' human resources information.

## Benefit

- ▶ PROVIDES SECURE UNIVERSAL ELECTRONIC ACCESS TO OPF VIA A WEB-BASED SYSTEM
- ▶ SUPPORTS A MULTI-LEVEL SECURE ENVIRONMENT, WITH SECURITY RULES FOR VITAL INFORMATION
- ▶ REDUCES COSTS ASSOCIATED WITH STORAGE, MAINTENANCE, AND RETRIEVAL OF RECORDS
- ▶ AUTOMATES PERSONNEL ACTION PROCESSING AND OPF UPDATES
- ▶ INCREASES PRODUCTIVITY AND ELIMINATES REDUNDANT FUNCTIONS
- ▶ ELIMINATES LOSS OF EMPLOYEE'S OFFICIAL PERSONNEL FILES IN FILING AND ROUTING
- ▶ PROVIDES IMMEDIATE ACCESS TO OPF FORMS AND INFORMATION FOR A GEOGRAPHICALLY DISPERSED WORKFORCE

## Customers

- ▶ DEFENSE CONTRACT MANAGEMENT AGENCY—WEST
- ▶ DEFENSE LOGISTICS AGENCY, HUMAN RESOURCES OPERATIONS CENTER
- ▶ FEDERAL AVIATION ADMINISTRATION (WESTERN PACIFIC REGION)
- ▶ DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
- ▶ DEPARTMENT OF STATE

FOR MORE INFORMATION  
703.322.4327